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COMMANDING OFFICER  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
INFORMATION TECHNOLOGY CENTER  
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NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 4200.1  
ITC30  
05 Nov 2003

SPAWARINFOTECHCEN INSTRUCTION 4200.1

Subj: INTERNAL OPERATING PROCEDURES FOR THE GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

Ref: (a) EBUSOPSOFFINST 4200.1  
(b) Defense Finance and Accounting Service Certification of Invoices for payment DFARS Part 213  
(c) FAR Part 8, subpart 8.001  
(d) NAVSUP Publication 486 Vol-1, Ch1 to Rev 3, and BUPERINST 1710.13  
(e) OPNAVINST 5290.1A  
(f) APC Desk Guide

Encl: (1) SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures

1. Purpose. Provide guidance for the operation and management of the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) GCPC program.

2. Policy. SPAWARINFOTECHCEN will use the purchase card for all supplies and services at or below the micro-purchase threshold (\$2,500.00). The card may be used as a payment method up to \$100,000.00. Purchases will be accomplished per references (a) through (e) and implemented per enclosure (1).

3. Delegation Authority. All approved Approving Officials (AOs) and Cardholders (CHs) shall have an appropriate grant of authority from the Commanding Officer to satisfy mission requirements. A Letter of Delegation or Certificate of Appointment (SF1402) shall be used to delegate authority.

4. Managers will ensure all personnel are in receipt of this instruction.

5. Restrictions on Use of the Purchase Card. Restrictions are identified in Appendix B, Prohibited and Special Attention Items, of enclosure (1). AOs and CHs will specifically adhere to the requirements for purchasing from mandatory sources, such as the Javits-Wagner-O'Day Act (JWOD), prior to making or approving a purchase of an alternate product or from an alternate source or vendor.

6. Unauthorized Uses of the Purchase Card

a. A CH who makes unauthorized purchases or who uses the card in an inappropriate manner may be liable to SPAWARINFOTECHCEN for the total amount of the unauthorized purchases made in connection with misuse or negligence.

b. Unauthorized use of the card also includes the use of the card by anyone other than the CH identified on the front of the purchase card.

7. Lost or Stolen Cards

a. Telephone Notification. If a purchase card is lost or stolen, the CH must immediately notify Citibank Customer Service at 1-800-790-7206.

b. Written Notification. In addition to the Citibank telephone notification, on the next working day the CH must notify the Agency Program Coordinator (APC) and the AO in writing. The written notification shall include the following information: card number; CH's complete name; date and location of the loss; if stolen, date reported to police and the date and time Citibank was notified; any purchases made on the card the day the card was stolen; and any other pertinent information.

8. Separation of Cardholder. Upon separation from the SPAWARINFOTECHCEN, the CH will notify the APC of the expected date of leaving. In addition, prior to final signing out from the SPAWARINFOTECHCEN, the CH will surrender his/her purchase card to the APC. The APC will notify Citibank to have the account cancelled.

9. Billing Errors and Disputes

a. CHs will attempt to resolve all discrepancies or billing errors with the local merchant first.

b. If a CH receives a monthly statement that lists a transaction for items that have not been received, he/she should do the following:

(1) Pay the invoice in full in anticipation that the supplies will be received within the next billing cycle. If the supplies are not received, the purchase CH will dispute the item using established dispute procedures identified in reference (f).

(2) If the charges are not authorized or items have not been shipped, the purchase CH must dispute the charges. All charges must be disputed within 60 days of receipt of the invoice on which the charge first appeared.

c. Defective Items. If the items purchased are defective, the CH should attempt to obtain a replacement or correction of the item from the merchant as soon as possible. If the vendor refuses to replace or correct the defect or replace the item, the CH must put the item in dispute.

10. Card Security. SPAWARINFOTECHCEN CHs are responsible for the security of their purchase cards. The card is printed with the name of the employee who is the official government representative authorized to use the purchase card. Only that person will use the card. It is the CH's responsibility to safeguard the purchase card and purchase card account number at all times. The CH must not allow anyone to use or gain access to his or her card or account number.

11. Standards of Conduct/Ethics Training

a. All SPAWARINFOTECHCEN AOs and purchase CHs must receive ethics and standards of conduct (SOC) training prior to assuming their duties with the SPAWARINFOTECHCEN purchase card program. Annual SOC training will be required thereafter.

b. All SPAWARINFOTECHCEN AOs and purchase CHs hold a public trust; their conduct must meet the highest ethical standard. All SPAWARINFOTECHCEN CHs

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shall use their purchase cards only to obtain supplies and services that are for official government business.

12. Reports. The Detailed Summary Report contained in Appendix C, Forms, of enclosure (1) has been assigned report control symbol SPAWARINFOTECHCEN 4200-1.

  
PEGGY A. FELDMANN

Distribution: (SPAWARINFOTECHCENINST 5218.1A)  
Lists A, B, C, D, E, and F

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INTEGRATED BUSINESS SOLUTIONS

***SPAWARINFOTECHCEN***

***Government Commercial Purchase Card Procedures***

Space and Naval Warfare Systems Command  
Information Technology Center  
New Orleans, LA

**Enclosure (1)**

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## **SECTION 1 - INTRODUCTION**

### **1.1 Purpose**

This document contains internal procedures for operation and administration of the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) Government Commercial Purchase Card (GCPC) program. These internal procedures are established in accordance with the policy and action contained in SPAWARINFOTECHCEN Instruction (SPAWARINFOTECHCENINST) 4200.1, Internal Operating Procedures for the GCPC Program. The Department of the Navy (DON) has issued a Task Order under the General Services Administration (GSA) Smartpay Contract to obtain purchase card services from Citibank. This document provides guidance on the appropriate use of the purchase card by SPAWARINFOTECHCEN civilian personnel.

### **1.2 Applicability and Scope**

All SPAWARINFOTECHCEN civilian personnel shall read and follow the guidance and actions set forth in SPAWARINFOTECHCENINST 4200.1 as well as the procedures, guidelines, and forms in this document.

### **1.3 Document Organization**

This document is organized as follows:

- a. Section 1 contains the introductory material.
- b. Section 2 contains definitions of terms used throughout this document.
- c. Section 3 contains GCPC procedures for each role player involved in program operation, use, and administration.
- d. Appendix A lists and defines acronyms used in this document.
- e. Appendix B contains a list of prohibited and special attention items related to purchase card buys.
- f. Appendix C contains forms referenced in this document.

### **1.4 Questions**

Direct any questions concerning the contents of this document to the SPAWARINFOTECHCEN Purchase Card Management Division.

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## SECTION 2 - DEFINITIONS

This section defines various GCPC-related terms used throughout this document:

**Agency Program Coordinator (APC)** — Individual designated by the SPAWARINFOTECHCEN Commanding Officer with overall responsibility for the management, administration, and day-to-day operations of the GCPC program.

**Approving Official (AO)** — Individual designated by the SPAWARINFOTECHCEN Commanding Officer with responsibility for reviewing and verifying monthly purchase card statements from cardholders (CHs).

**Billing Cycle** — The 30-day billing period CHs may use their purchase card. The DON billing cycle ends on the 21st of the month.

**Billing Cycle Purchase Limit** — Spending limit assigned each CH's cumulative purchases and transactions within a given billing cycle.

**Bulk Funding** — Advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions.

**Cardholder (CH)** — Any government employee authorized by the SPAWARINFOTECHCEN Commanding Officer to be issued a GCPC account. The purchase card bears the name and account number of this individual.

**Commonly Used Hazardous Material (HAZMAT)** — Products customarily sold to the general public that are used for non-governmental purposes (commercial products) which are in the same size and packaging found commercially. Examples include products required on a routine basis to meet daily operational needs such as lubricants, batteries, toner cartridges, detergents, etc.

**Comptroller** — Senior financial analyst of the Command responsible for obtaining and executing government-allotted funds per regulatory guidance.



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**Contracting Officer (CO)** — Government employee who has the authority to bind the government to the extent of the delegated purchasing authority shown on the SF1402 (Contracting Officer's Warrant).

**Credit Limit** — Maximum dollar threshold assigned at the AO billing level limiting the amount an account can have outstanding at any one time. The bank automatically sets the threshold at three times the corresponding billing account 30-day limit.

**Disputes** — Instances where the transactions on the CH's statements do not agree with entries in the Purchase Card Log or retained receipts. This may include circumstances where the CH did not make the transaction, the amount of the transaction is incorrect, or the quality or service is an issue.

**Merchant Category Code (MCC)** — Four-digit code assigned to a participating purchase card vendor based on the vendor's industry classification. APCs can limit CH transactions by type of merchant by blocking out certain categories of vendors for use by CHs.

**Monthly Billing Statement** — Official invoice for payment purpose that is provided by Citibank to the AO. The billing statement identifies all purchase card transactions of CHs during a billing cycle.

**Monthly CH Statement** — Statement of charges forwarded to the CH by Citibank at the end of the billing cycle detailing all of the charges during that period.

**Purchase Card** — Credit card and associated purchase account established with the authorized bank that enables properly authorized government personnel to buy and pay for products and services supporting mission requirements.

**Purchase Card Log** — Manual or automated log on which the CH documents screening for mandatory government sources and individual transactions using the purchase card. The purchase card documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained.



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**Reconciliation** — Processes by which the CH and AO review their Monthly Statements, reconcile against available vendor receipts and Purchase Card Log, and authorize payment.

**Reviewing Official (RO)** — Individual appointed by the Commanding Officer who provides one more level of oversight by ensuring payments are legal, proper, and correct. The RO is responsible for pre- and post-payment reviews of payments certified by the AO. The RO shall not concurrently serve as an AO or APC. Except where impracticable within afloat or tactical operating forces, persons appointed as ROs shall not be in the supervisory chain of command of an AO.

**Services** — Firm fixed-priced (including unpriced orders with an established ceiling), non-personal, commercially available requirements in which the organization directly engages the time and effort of a contractor to perform a task (e.g., repairs, maintenance, annual maintenance agreements, etc.).

**Single Payment Limit** — The payment threshold — \$100,000 — assigned to each CH for a single payment.

**Single Purchase Limit** — The dollar threshold — \$2,500 — assigned to each CH for a single purchase.

**Transaction Type** — Method by which an order is placed when using the purchase card. Purchase card buys may be made over the counter, over the phone, or over the Internet.

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## **SECTION 3 - GCPC PROCEDURES**

### **3.1 General**

Authorized SPAWARINFOTECHCEN civilian personnel shall use the purchase card for all supplies and services at or below the micro-purchase threshold (\$2,500), and may use the purchase card as a payment method up to \$100,000.

### **3.2 Delegation Authority**

All approved AOs and CHs must have an appropriate grant of authority from the SPAWARINFOTECHCEN Commanding Officer to satisfy mission requirements. A Letter of Delegation shall be used to delegate authority.

### **3.3 Applying for a Purchase Card and Account**

Civilian personnel who want to become purchase CHs will:

- a. Provide a written request with full name, code, and justification for request to the Contracts and Procurement Management Office.
- b. Attend DON required training, including training on local procedures. (Contact the APC for internal training requirements.)
- c. Obtain a Letter of Designation from the SPAWARINFOTECHCEN Commanding Officer.

### **3.4 APC Responsibilities and Actions**

The APC will:

- a. Have administration and oversight of the GCPC program.
- b. Ensure compliance with SPAWARINFOTECHCENINST 4200.1.
- c. Be responsible for implementing internal control measures to ensure all program requirements meet or exceed Command directives.

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- d. Ensure all personnel participating in the GCPC program complete all required training as identified on the Training Matrix (Form 1 in Appendix C).
- e. Be responsible for establishing (activating), reactivating, and canceling purchase card accounts in accordance with the APC Desk Guide. When reactivating an account, the APC must complete the Reactivation Matrix (Form 2 in Appendix C) and forward the completed form to SPAWAR Headquarters, Attn: Deborah Liz.
- f. Designate CH MCCs at time of purchase card account activation/reactivation based on the CH's purchase requirements in accordance with the APC Desk Guide.
- g. Destroy all separating CH cards.
- h. Conduct 100 percent audit of purchases monthly and submit monthly and semiannual reports to SPAWAR Headquarters, Attn: Deborah Liz.
- i. Maintain copies of CH files for three years after termination of the CH's employment or destruction of the CH's credit card.
- j. Designate a location for and maintain all purchase card files.
- k. Address CH infractions by developing appropriate corrective measures using the Purchase Cardholder Infractions and Related Corrective Action Sample (Form 3 in Appendix C) as a guide.

### **3.5 AO Responsibilities and Actions**


The AO will:

- a. Approve all purchases.
- b. Be directly responsible for management and oversight of CH purchases and Monthly Statement reconciliation.
- c. Be directly responsible for the preparation of the Command's monthly consolidated billing statement for payment.
- d. Process CH Monthly Statements within 2 days of receipt and forward to the Defense Finance and Accounting Service (DFAS) Pensacola.

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- e. Track and maintain the status of billing disputes.
  - f. Unless otherwise specified, act as the certifying officer for CH Monthly Statements. The certifying officer is responsible for ensuring all purchases made by CHs were appropriate and the charges accurate.
  - g. Resolve all questionable purchases with the CH. In the event an unauthorized purchase is detected, notify the APC, Commanding Officer, Executive Director, and Legal Office.
  - h. Verify that documentation is complete, the file is adequate, and the documentation complies with DON eBusiness Operations Office Instruction (EBUSOPSOFFINST) 4200.1, Department of Navy Policies and Procedures for the Operation and Management of the Government Commercial Purchase Card Program. As the certifying officer, the AO is responsible for timely certification of the Monthly Statement. The AO will presume all transactions on the Monthly Statement are proper unless notified in writing by the purchase CH within 5 days from the CH's receipt of his/her Monthly Statement. This presumption does not relieve the AO from reviewing for blatant improper purchase card transactions and making a recommendation to the APC for appropriate action prior to certifying the Monthly Statement for payment.
  - i. Reconcile the Monthly Statements as follows:
    - (1) Obtain each CH's Detailed Summary Report to verify inclusion of all transactions.
    - (2) Review each purchase from the Citibank Monthly Statement and verify that the sale date, vendor, and amount are correct. If you discover any discrepancies, note the amount, as you will need to input the amount on the Citibank Payment Certification Form, SPAWARINFOTECHCEN 4200/1 (6-03), (Form 4 in Appendix C) as described below.
    - (3) When CHs use the same Lines of Accounting (LOAs) on purchase orders, consolidate the CHs' Detailed Summary Report into one Detailed Summary Report (see example of the Detailed Summary Report, Form 5 in Appendix C) prior to submission to DFAS Pensacola.

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- (4) Add all CH total activity amounts to obtain a total for the Command. Compare that amount to the AO's Monthly Statement. If different, review each CH's statement for disputes or credits that were not included on the AO's statement.
- (5) Complete the Citibank Payment Certification Form, SPAWARINFOTECHCEN 4200/1 (6-03), (Form 4 in Appendix C) as follows:
  1. **Material Receipt Date** — Place the last date of purchase from the CH's Monthly Statements after reviewing each statement.
  2. **Material Acceptance Date** — Place the same date as Material Receipt Date above.
  3. **Invoice Receipt Date** — Use the date the Command received the Monthly Statement from Citibank. This can be obtained from the date stamp on the envelope from the mailroom.
  4. **Date Forwarded to Paying Office** — Use the date you prepare the statement and forward for payment to DFAS Pensacola.
  5. **UIC of Certifying Activity** — Always use **N69250** unless the Command changes the Unit Identification Code (UIC).
  6. **Net Amount to be Paid Including Transportation Costs** — This is the amount you are authorizing DFAS to pay on the Monthly Statement. To obtain this amount, add the short pays or disputed amounts to the credits on the Monthly Statement to obtain the difference in the amount to be paid.
  7. **Deduct Amount** — If you discovered a discrepancy when reviewing the Monthly Statements, note the total amount in this block. If there were no discrepancies, leave this block blank.
  8. **Date Invoice Rejected to Vendor** — Leave blank.
  9. **Payment Type Partial or Final** — Always state **"Final."**

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**10. Payment Office** — Always use DFAS Pensacola.

**11. Signature of Certifying Official** — Sign your name in this block.

**12. Date** — Input the current date.

- (6) Complete the Citibank Purchase Card Certification Statement (Form 6 in Appendix C). Insert the date you are certifying the Monthly Statement for payment. This should be the same date as in Block 4, Date Forwarded to Paying Office, on the Citibank Payment Certification Form, SPAWARINFOTECHCEN 4200/1 (6-03), (Form 4 in Appendix C) above. Sign the bottom of the certification statement.
- (7) Develop a DFAS Pensacola Payment Packet in the following order:
- Citibank Payment Certification Form, SPAWARINFOTECHCEN 4200/1 (6-03), (Form 4 in Appendix C)
  - Citibank Purchase Card Certification Statement (Form 6 in Appendix C)
  - Monthly Statement
  - Detailed Summary Reports (Form 5 in Appendix C)

No dispute forms or additional documentation are to be submitted unless the card payments are for a specific contract, in which case the contract must be attached.

- (8) Copy the DFAS Pensacola Payment Packet for file retention. Place in official SPAWARINFOTECHCEN files by month and year.
- (9) Access the Standard Accounting and Reporting System - Field Level (STARS-FL) and verify all funds committed for payment to ensure the Monthly Statement can be paid immediately upon receipt at DFAS Pensacola.
- (10) Maintain current information of DFAS vendor pay points of contact and a log of pending and current actions through handwritten or typed notes for review by both internal and external audit agencies.

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- (11) Mail the original Payment Packet by FedEx to the following address:

**Defense Finance and Accounting Service  
DFAS-PE/FPV (Navy Branch)  
130 West Avenue, Suite A  
Pensacola, FL 32508-3900**

- j. Respond to errors in Payment Packets. If DFAS discovers an error in the original packet you submitted, you will be notified via email and/or phone. If you are notified, you must complete a supplemental payment submission as follows:
- (1) Review the error identified by DFAS to determine the required corrective action. Take the necessary corrective action.
  - (2) Document the corrective action taken on the Detailed Summary Report (see Form 5 in Appendix C for sample).
  - (3) Complete the Supplemental Citibank Payment Certification Form, SPAWARINFOTECHCEN 4200/2 (6-03), (Form 7 in Appendix C) as follows:
    1. **Leave Blocks 1 through 3 blank.**
    2. **Date Forwarded to Paying Office** — Use the date you are forwarding the supplemental submission to DFAS Pensacola.
    3. **UIC of Certifying Activity** — Always use **N69250** unless the Command changes the UIC.
    4. **Net Amount to be Paid Including Transportation Costs** — Input the supplemental amount you are authorizing DFAS to pay.
    5. **Leave Blocks 7 through 9 blank.**
    6. **Payment Office** — Always use DFAS Pensacola.
    7. **Signature of Certifying Official** — Sign your name in this block.
    8. **Date** — Input the current date.

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- (4) Complete a Supplemental Justification Memorandum for payment (see example in Form 8 in Appendix C).
  - (5) Complete the FedEx Justification Memorandum (see sample in Form 9 in Appendix C) for FedEx shipment.
  - (6) Develop a DFAS Pensacola Supplemental Payment Packet in the following order:
    - FedEx Justification Memorandum (Form 9 in Appendix C)
    - Supplemental Justification Memorandum (Form 8 in Appendix C)
    - Copy of the Citibank Monthly Statement sent to DFAS
    - Original Supplemental Citibank Payment Certification Form, SPAWARINFOTECHCEN 4200/2 (6-03), (Form 7 in Appendix C)
  - (7) Copy the DFAS Pensacola Supplemental Payment Packet for file retention. Place in official SPAWARINFOTECHCEN files by month and year.
  - (8) Submit the entire Supplemental Payment Packet to:

**Defense Finance and Accounting Service  
DFAS-PE/FPV (Navy Branch)  
130 West Avenue, Suite A  
Pensacola, FL 32508-3900**

- k. Conduct a monthly review of the STARS-FL, CICS1PAY, and One Pay Production Region files to ensure certified Monthly Statements are scheduled for payment as follows:
  - (1) Go to the STARS-FL Web Site at <http://SWA.MECH.DISA.MIL/hod/Stars.html>  
(Note: The STARS-FL program must be loaded on the computer.)
  - (2) At the Entry screen (which will say LOGIN), type **MZC** and press the <Enter> or <Return> key.
  - (3) Wait for the program to connect.
  - (4) Press the <Enter> or <Return> key again when prompted by the program.

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- (5) When prompted, enter the assigned Password and User Identification (ID) provided by the Defense Information Systems Agency (DISA) and obtained through the SPAWARINFOTECHCEN Comptroller.
- (6) At the Suppression TAB to CIC1 Pay screen, press the **<Enter>** or **<Return>** key.
- (7) When the blank screen appears, press the **<Home>** key. You will be directed to the upper left corner of the screen. Once there, type **XIIN** and press the **<Enter>** or **<Return>** key.
- (8) After the STARS-FL One Pay Screen appears, press the **<Tab>** key once to move the cursor to the CIS1PAY item, and then press the **<Enter>** or **<Return>** key.
- (9) At the Invoice screen, press the **<Tab>** key until you get to the Invoice Number section. Type the master account number **5568-7700-0067-7212**, and press the **<Enter>** or **<Return>** key.
- (10) After the Invoice screen appears, press the **<F6>** key and wait for the program to bring up LOAs being certified as part of the Detailed Summary Report. Review each line for payment schedule and amount.
- (11) Take appropriate action to resolve LOAs not certified for payment by contacting the SPAWARINFOTECHCEN Comptroller for assistance and resolution.
- (12) Print each page of the LOAs by simultaneously pressing the **<Alt>** and **<F>** keys to get to the File menu, which will contain a Print Page option. Tab down to **Print Page** and press the **<Enter>** or **<Return>** key. The program will print that page. To advance to the next page, press the **<F8>** key. Repeat the above steps until all pages are printed.
- (13) To exit the program, press the **<F4>** key. You will be routed to the Master screen. At the Master screen, press the **<F3>** key to get to the Exit screen. At the Exit screen, press the **<Enter>** or **<Return>** key. The program will exit.

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1. Forward copies of all credit CHs' Detailed Summary Reports, Monthly Statements, and all pertinent documentation to the GCPC program APC.


### **3.6 CH Responsibilities and Actions**

The CH will:

- a. Complete training as follows: Standards of Conduct training, DON purchase card training (e.g., CD-ROM, classroom, reading regulatory requirements, interim training).
- b. Safeguard the security of the purchase card and account.
- c. Document transactions on a manual or an automated log to ensure full tracking of all purchases/payments. If a manual log is used to track purchases, use the Purchase Card Log Form Single Purchase Limit  $\leq$  \$2,500, SPAWARINFOTECHCEN 4200/3 (6-03), (Form 10 in Appendix C). If a manual log is used to track payments, use the Payment Card Log Form Single Payment Limit  $\leq$  \$100,000, SPAWARINFOTECHCEN 4200/4 (6-03), (Form 11 in Appendix C).
- d. Screen requirements for prohibited and special attention items and mandatory sources as specified in Federal Acquisition Regulation (FAR) Part 8, subpart 8.001, and in the Javits-Wagner-O'Day (JWOD) Act. The screening must be documented on the automated or manual Purchase Card Log Form Single Purchase Limit  $\leq$  \$2,500, SPAWARINFOTECHCEN 4200/3 (6-03), (Form 10 in Appendix C), in the column labeled **JWOD Y/N**. The APC can provide the automated form. The JWOD list can be reviewed at [www.jwod.com](http://www.jwod.com).
- e. Ensure a two-way separation of functions (purchase and receipt) to protect the integrity of the purchase card process.
- f. Maintain supporting documentation for transactions.
- g. Review, verify, and prepare necessary dispute documentation for Monthly Statement validations within 5 days of receipt of the Monthly Statement from Citibank.
- h. Provide the AO with the Detailed Summary Report (Form 5 in Appendix C) for reconciliation and payment by the 6th working day after the monthly billing cycle.

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- i. Reconcile the transactions appearing on the Monthly Statements, verifying the accuracy against retained records. Non-submission of monthly reports to the AO by the specified time frame constitutes that all charges are proper and authorizes the AO to presume that all charges are proper and to certify the Monthly Statement for payment. The CH is ultimately responsible for purchase card transactions being proper and notifying the AO or designated alternate of any information he/she has knowledge of that impacts on the propriety of certifying the Monthly Statement for payment. If transactions or credits are not included on the current statement, the CH must retain the applicable documentation until the transactions or credits appear and can be reconciled. The CH must then sign the statement and forward the package to the AO or alternate.
  - j. Place monthly purchases in the order in which they appear on the Citibank Monthly Statement.
  - k. Create a vendor file folder for each vendor payment as follows:
    - (1) Multiple Payment Vendor File:
      1. Obtain a manila file folder.
      2. Create and place a label on the outside of the file folder with the following information:
        - Vendor Name
        - Contract Number
        - Purchase Order Number
        - Fiscal Year
      3. Obtain a copy of the contract for this purchase from the Contracting Officer and secure it to the left side of the folder.
      4. Obtain the Multiple Contract Payment Form, SPAWARINFOTECHCEN 4200/5 (6-03), (Form 12 in Appendix C) from the SPAWARINFOTECHCEN Contracting Officer's contract file and secure the form to the right side of the folder with the appropriate information filled out (Blocks 8 through 13).

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5. Upon closure of the file with final payment as stated in the contract, make a copy of the payment documents. Forward the original documents to DFAS Pensacola as follows:

**Defense Finance and Accounting Service  
DFAS-PE/FPV (Navy Branch)  
130 West Avenue, Suite A  
Pensacola, FL 32508-3900**

Forward the copy to the SPAWARINFOTECHCEN Contracting Officer for incorporation in the Command contract file.

(2) Single Payment Vendor File:

1. Obtain a manila file folder.
2. Create and place a label on the outside of the file folder with the following information:
  - Vendor Name
  - Contract Number
  - Purchase Order Number
  - Fiscal Year
3. Obtain a copy of the contract for this purchase from the Contracting Officer and secure it to the left side of the folder.
4. Obtain the Single Invoice Payment Certification Form, SPAWARINFOTECHCEN 4200/6 (6-03), (Form 13 in Appendix C) from the Contracting Officer's contract file and secure the form to the right side of the folder with the appropriate information filled out (Blocks 1 through 19).
5. Upon closure of the file with final payment as stated in the contract, make a copy of the payment documents. Forward the original documents to DFAS Pensacola as follows:

**Defense Finance and Accounting Service  
DFAS-PE/FPV (Navy Branch)  
130 West Avenue, Suite A  
Pensacola, FL 32508-3900**

Enclosure (1)



## *SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

Forward the copy to the SPAWARINFOTECHCEN Contracting Officer for incorporation in the Command contract file.

- l. Provide the Property Book Officer with copies of all purchase documentation for input into the SPAWARINFOTECHCEN Defense Property and Accountability System.
- m. Maintain a tickler file of outstanding purchase documentation greater than 30 days to allow for easy matching of receipted items and vendor invoices.

### **3.7 Comptroller Responsibilities and Actions**

The Comptroller will:

- a. Be responsible for establishing LOAs for the GCPC program.
- b. Be responsible for streamlining actions to ensure speed of payments and accuracy of billing statements.
- c. Coordinate with the APC to establish account limits for AOs and CHs.
- d. Oversee RO actions in ensuring pre- and post-payment reviews of payments certified by the AO.

### **3.8 Designated Billing Office**

DFAS Pensacola, FL, is the SPAWARINFOTECHCEN's designated billing office.

# **APPENDIX A**

## **ACRONYMS**


*SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

AO	Approving Official
APC	Agency Program Coordinator
CH	Cardholder
CNO	Chief of Naval Operations
CO	Contracting Officer
DAPS	Defense Automation and Production Service
DAVIS/DITIS	Defense Automated Visual Information System/Defense Instructional Technology Information System
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Systems Agency
DON	Department of the Navy
EBUSOPSOFFINST	eBusiness Operations Office Instruction
FAR	Federal Acquisition Regulation
GCPC	Government Commercial Purchase Card
GSA	General Services Administration
HAZMAT	Hazardous Material
ID	Identification
JWOD	Javits-Wagner-O'Day
LOA	Line of Accounting

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*SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*



MCC	Merchant Category Code
NAPS	Navy Acquisition Procedures Supplement
NAVSUPINST	Naval Supply Systems Command Instruction
ODS	Ozone Depleting Substances
OPNAVINST	Office of the Chief of Naval Operations Instruction
RO	Reviewing Official
SES	Senior Executive Service
SPAWARINFOTECHCEN	Space and Naval Warfare Systems Command Information Technology Center
SPAWARINFOTECHCENINST	Space and Naval Warfare Systems Command Information Technology Center Instruction
STARS-FL	Standard Accounting and Reporting System - Field Level
UIC	Unit Identification Code
VI	Visual Information



## **APPENDIX B**

# **PROHIBITED AND SPECIAL ATTENTION ITEMS**

## *SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

The source for the information in this appendix is Enclosure (2) of EBUSOPSOFFINST 4200.1, Department of Navy Policies and Procedures for the Operation and Management of the Government Commercial Purchase Card Program. This information applies to DON APCs, AOs, and purchase CHs. For a full explanation and/or background information on prohibitions referenced in this appendix, refer to Enclosure (1) of the Naval Supply Systems Command Instruction (NAVSUPINST) 4200.85 (series).


### **LIST OF PROHIBITED AND SPECIAL ATTENTION ITEMS**

1. Advance Payments. Except for requirements such as subscriptions for publications (e.g., *Navy Times*, *Federal Contracts Reporter*, *Commercial Clearing House Inc*, etc.) and Post Office box rentals, advance payments are prohibited.
2. Advertising:
  - a. General rule: Unless specific approvals have been obtained, advertising contract actions are not authorized per the Navy Acquisition Procedures Supplement (NAPS).
  - b. Exception: The Chief of Naval Personnel has authorized an increase from \$1,000 to \$2,500 for the specific media advertising purchase limit for Commanding Officers of Navy Recruiting Districts commensurate with the current micro-purchase threshold. This authority cannot be redelegated, and each advertisement is conditioned upon the use of a properly executed DD Form 1535.
3. Asbestos and Asbestos-Containing Materials. Purchase CHs are not authorized to purchase asbestos or asbestos-containing materials.
4. Black Oxide Coated Brass Threaded Fasteners. Purchase CHs are not authorized to procure brass or copper alloy fasteners coated with black oxide. For information regarding this prohibition contact Naval Inventory Control Point, Code 0541, at commercial (717) 605-1361.
5. Buildings and/or Land, Long-term Rental or Lease of. Purchase CHs are prohibited from entering into long-term rentals or leases for buildings and/or land.

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***SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures***

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6. Business Cards. Flag Officers, members of the Senior Executive Service (SES), and general officers may authorize the printing of business cards limited to using existing software and agency-purchased stock for those positions that require business cards in the performance of official duties.
  7. Cash Advances. Purchase CHs are prohibited from using their purchase cards to obtain cash advances.
  8. Christmas and Other Seasonal Decorations. Seasonal decorations may be acquired using the purchase card provided local customs and traditions are observed. Purchase CHs are not authorized to buy Christmas cards.
  9. Coffee Pots, Coffee, Refreshments:
    - a. General rule. Unless the purchase of coffee pots, coffee, or refreshments is for an authorized mess as discussed in NAVSUP Publication 486 Vol-1, Ch1 to Rev 3, and BUPERINST 1710.13, the purchase of these items is prohibited. Purchase CHs are also prohibited from buying refreshments for other government employees, including light refreshments at conferences.
    - b. Exceptions. The use of Official Representation Funds for official entertainment and Center of Influence events involving Navy recruiters are exceptions to this rule. In addition, Navy recruiters are authorized to use the purchase card to buy meals for recruiting applicants as an out-of-pocket expense.
  10. Commercial Vehicles, Purchase of. Purchase CHs shall not use their cards to purchase commercial vehicles.
  11. Commercial or General Services Administrative (GSA) Vehicles, Rental/Lease of (Without Drivers). Purchase CHs are not authorized to use their purchase cards to rent/lease commercial or GSA vehicles.
  12. Employee Identification Tags. Unless the requiring activity/Command determines that use of the identification tags are necessary and in support of mission requirements, activities may not use appropriated funds to purchase employee identification tags.
  13. Federal Information Processing Resources/Year 2000 (Y2K) Project. Purchase CHs should ensure all procurements of IT are Y2K compliant.

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*SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

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14. Fireworks Display. Purchase CHs may not use appropriated funds to buy fireworks for on-ground displays.
  15. Fuel, Oil, Services, Maintenance, and Repairs. Purchase CHs are not authorized to purchase fuel, oil, services, maintenance, and repairs of Interagency Fleet Management System and GSA Fleet Management Programs (i.e., repair of GSA leased vehicles).
  16. HAZMAT and Hazardous Waste Disposal. Except for commonly used HAZMAT, the purchase of HAZMAT by CHs is prohibited.
  17. Incentive Music and Equipment:
    - a. General rule: Except for specifically programmed music, the purchase of music and equipment for broadcasting (inc. radios, automatic record players, or phonographic records) for entertainment purposes is generally not authorized.
    - b. Exception: Specifically programmed music may be purchased based on a written determination by the Commanding Officer describing how the acquisition would improve morale, benefit the Command, etc., and thereby qualify as a necessary expense under the necessary expense rules. This prohibition also does not include a public address system required for intra-station communication.
  18. Lodging and Meals:
    - a. General rule: Purchase CHs are prohibited from using their purchase cards for the payment of lodging and meals for employees on temporary duty.
    - b. Exception: Certain Reserve activities are authorized to buy meals for Naval Reservists during drill activities.
  19. Luggage:
    - a. General rule: The purchase of luggage for employees/service members to carry personal belongings while on travel orders is generally not authorized.
    - b. Exception: Sea bags issued to service members, briefcases, etc., furnished for the express purpose of carrying official documents

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***SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures***


associated with the duties of the service member or employee as authorized.

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20. Medical and Dental Care from Civilian Non-Federal Sources. Purchase CHs shall not use their cards for payment of medical and dental services.
  21. Membership Dues:
    - a. General rule: Except for membership dues which solely benefit the command, the purchase of club, association, organization and other related memberships is prohibited.
    - b. Exception: The use of appropriated funds for membership dues of the command is permissible if the membership contributes to the fulfillment of the mission of the command.
  22. Ozone Depleting Substances (ODS):
    - a. General rule: Purchase CHs are not authorized to purchase ODS materials.
    - b. Exception: Contracting Officer's may use their purchase card as a method of payment provided guidance in the NAPS is strictly adhered to.
  23. Personal Services. Unless you have statutory authority, purchase CHs should not contract for personal services using the purchase card.
  24. Pesticides. Unless prior approvals are obtained from cognizant Pest Management Consultant at the appropriate Naval Facility division, purchase CHs are not authorized to contract for purchase of pesticides.
  25. Plaques, Ashtrays, Paperweights and other Mementos as Give-Away Items:
    - a. General rule: The use of appropriated funds to buy give-away items (e.g., plaques, cuff links, hats, T-shirts, license plate covers, bracelets, ashtrays, Christmas cards, paper weights, cigarette lighters, novelty trash cans, key chains, and similar items) is generally prohibited.


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- b. Exception: The purchase of give-away items in support of employee recognition programs may be authorized if accomplished per the command policy for awards.
26. **Printing and Duplication.** Purchase CHs are prohibited from buying printing or duplication services from agencies other than the Defense Automation and Production Service (DAPS).
27. **Purchases from Government Employees, or Businesses Owned or Controlled by Government Employees.** Purchases from government employees (military or civilian) or from business organizations substantially owned or controlled by government employees are generally prohibited.
28. **Reprographic Equipment.** The purchase, lease, rental, trial, replacement, or change in rental or lease plan of reprographic equipment are not authorized unless the requestor has complied with the requirements of the Navy Reprographic Equipment Program. The requestor must obtain written approval from the cognizant DAPS for all shore copying equipment with speeds of 71 or more copies per minute. (Examples of reprographic equipment are copiers and high-speed copiers, Diazo process equipment, laser printers, and duplicating equipment). DON eBusiness Operations Office Instruction (EBUSOPSOFFINST) 4200.1, Department of Navy Policies and Procedures for the Operation and Management of the Government Commercial Purchase Card Program, applies.
29. **Sensitive Compartmented Information In Contracts.** Purchase CHs are not authorized to enter into negotiations that will include requirements for contractor access to Sensitive Compartmented Information unless the customer has staffed the requirement through Commander, Office of Naval Intelligence, Code ONI-532.
30. **Shipboard Habitability Equipment, Including Furniture, Laundry/Dry Cleaning and Food Service Equipment.** Except for furniture, laundry, dry cleaning, and food service equipment listed in the following catalog, purchase CHs are prohibited from purchasing these items. Furniture equipment – S9600-AD- GTP-010, U.S. Navy Shipboard Furniture Catalog with applicable changes; Laundry/dry cleaning equipment – S6152-B1-CAT-010, Navy Laundry and Dry Cleaning Catalog with applicable changes; and food service equipment – S6161-Q5-CAT-010, The Shipboard Food Service Equipment Catalog with applicable changes.

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31. Transportation, Purchase of. The purchase card cannot be used to pay for transportation charges.
  32. Travel, or Travel-related Expenses. The purchase card cannot be used to pay for travel or travel-related expenses (i.e., expenses associated with official travel including transportation, lodging, or meals).
  33. Uniform Items. CHs are not authorized to use appropriated funds to purchase uniform items.
  34. Visual Information (VI) Equipment and Material. Per Office of the Chief of Naval Operations Instruction (OPNAVINST) 5290.1A, Acquisition of professional VI equipment by non-VI activities or personnel is prohibited. Naval Media Center (formerly Naval Imaging Command) is the sole authority for contracting for visual information within the Navy. The Point of Contact and policy officer for the Navy Annual VI Production Program administered by Chief of Naval Operations (CNO) (NO9C4) can be reached by calling commercial (202) 433-3790 or DSN 288-3790.
  35. Visual Information-Audiovisual Production Including Interactive Video Acquisition:
    - a. Unless approval has been granted from the Naval Medical Center, acquisition of audiovisual production including interactive video in the federal government is prohibited, regardless of cost or application.
    - b. DON activities may be approved by CNO (NO9C4) on a case-by-case basis. Requests for exceptions to this policy will require submission of the approved instructional system development analysis. For major claimant Visual Information Management Offices, contact the Visual Information Production Policy Officer, CNO (NO9C4) at (202) 433-2141 or DSN 288-2141.
  36. Visual Information-Acquisition of Commercial off-the-Shelf Visual Information Productions:
    - a. Unless prior approval from Visual Information Management Office is obtained, purchase CHs are not authorized to procure commercial off-the-shelf VI production. For a list of VI off-the-shelf productions visit the Defense Automated Visual Information System/Defense Instructional Technology

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*SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

Information System (DAVIS/DITIS) located on the Naval Media Center's Web site at <http://www.mediacen.navy.mil/>.

- b. Exceptions: Justification must be submitted to contracting officials for major claimant Visual Information Management Offices, per regulations of the Major Claimant Visual Information Management Office. Contact the Visual Information Production Policy Officer, CNO (N09C4) at (202) 433-2141 or DSN 288-2141.
37. Withdrawal of Tax-free Ethyl and Specifically Denatured Alcohol. The purchase of tax-free ethyl and specifically denatured alcohol is not authorized unless a permit from the Bureau of Alcohol, Tobacco, and Firearms has been issued.

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*SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

# APPENDIX C

## FORMS

**SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures**

**Form 1: Training Matrix**

SPAWARINFOTECHCENINST 4200.1

TRAINING MATRIX SAMPLE

	NAVSUP PC Tutorial	DAU	E-Business PC Roles Training	Internal	Ethics (APC provides list to Ethics group)	Contracts	Refresher Every Two Years
New User	No longer available	Mandatory	New Users	To be recertified (at a minimum) yearly by all participants	All AOs All CH APC RO	All CH "required" To have a SF1402 Should have CON 201, 101 or SAP	When notified
Reactivated User	N/A	Required	Appropriate role training required	Required	When given annually		When notified
Currently Active	Completed	SPAWAR Required	N/A	Required	When given annually		When notified
<u>APCs</u>	Completed	Required certified completed by Jan 3, 2003	Not required until refresher is due	Completed	When given annually		When notified
	Completed	Certified completion by Jan 3, 2003	Appropriate role training certified completed by Jan 3, 2003	Completed	When given annually		When notified

\* CHs delegated authority to use the purchase card as either a stand alone method of procurement for issuing oral orders above the micro purchase threshold.

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**SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures**

**Form 2: Reactivation Matrix**

SPAWARINFOTECHCENINST 4200.1

**REACTIVATION MATRIX SAMPLE**

Name	PC Code/ Number	Type AO/PC	Transaction Limit	Monthly Limit	Rationale
Kris Kringle	85545	AO-R	N/A	65,000	2.5 times monthly amount of users
Rudolph R.	123445	CH - N	\$500	15,000	Based on historical spending for code

1. Verification of documented completion of training. Yes ☐ or No ☐
2. Verification of Span of Control. Yes ☐ or No ☐
3. For type note whether the person is N for New Use, or R for Reactivated.

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**SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures**

**Form 3: Purchase Cardholder Infractions and Related Corrective Actions**

SPAWARINFOTECHCENINST 4200.1

**PURCHASE CARD HOLDER INFRACTIONS AND RELATED CORRECTIVE ACTION SAMPLE**

Infraction		1 <sup>st</sup> Offense	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Questionable Transactions</b>				
a.	Not required to fulfill min. immediate need to support DON mission	B	C	
b.	Not for government use, but for personal use (Fraud)	C/D		
c.	Exceeding authority limits	B	C	
d.	Splits	B	C	
e.	Prohibited items	A	B	C
f.	Purchases from vendor locations that appear questionable in terms of mission requirements	A	B	C
g.	Screening for mandatory sources	A	B	C
h.	Inequitable merchant distribution	A	B	C
<b>Other Deficiencies</b>				
i.	Separation of function	A	B	C
j.	Receipt and acceptance	A	B	C
k.	Lack of documentation	A	B	C
l.	Input PR after charge	A	B	C

A = APC sends written warning (E-mail) of infraction to Purchase Card (PC) holder, Approving Official (AO), supervisor, and department director. Warning instructs the PC/AO holder to review the applicable guidance concerning the infraction.

B = APC suspends card for 30 days; APC notifies (E-mail) PC holder, AO, supervisor, and department Head. If Department director decides to re-instate PC holder, additional training in the area of the infraction will be given.

C = APC cancels card immediately; APC notifies PC holder, AO, supervisor, department director and Commanding Officer; APC recommends to department director that disciplinary action be taken.

D = APC refers to Inspector General for review/action.

Limits will be changed to \$1 in CITIBANK when a card is suspended

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**SPAWARINFOTEHCEN Government Commercial Purchase Card Procedures**

**Form 4: Citibank Payment Certification Form**

CITIBANK PAYMENT CERTIFICATION FORM		SPAWARINFOTECHCENINST 4200.1
1. Material Receipt Date:	<u>                    </u> (mm/dd/yy)	
2. Material Acceptance Date:	<u>                    </u> (mm/dd/yy)	
3. Invoice Receipt Date:	<u>                    </u> (mm/dd/yy)	
4. Date Forwarded to Paying Office:	<u>                    </u> (mm/dd/yy)	
5. UIC of Certifying Activity:	<u>N69250</u>	
6. Net Amount to be Paid Including Transportation Costs:	<u>                    </u>	
7. Deduct Amount:	<u>                    </u>	
8. Date Invoice Rejected to Vendor:	<u>                    </u> (mm/dd/yy)	
9. Payment Type Partial or Final:	<u>Final</u>	
10. Payment Office	DFAS Pensacola	
11. ACRN/ACRN's amount is/are reflected on the cardholders statement		
12. SDN/requisition numbers are reflected on the cardholder's statement.		
13. I certify that the accounting data provided is accurate and the funds that are certified for payment are fully obligated to this disbursement. Funds will not be canceled, and will correctly be reflected on this procurement.		
14. Signature of Certifying Official:		15. Date:

SPAWARINFOTEHCEN 4200/1 (6-03)

Enclosure (1)

*SPAWARINFOTEHCEN Government Commercial Purchase Card Procedures*

**Form 5: Detailed Summary Report**

SPAWARINFOTEHCENINST 4200.1

**EXAMPLE OF DETAILED SUMMARY REPORT**

**Citibank Government Purchase Card**

**Account Number:** XXXX-XXXX-XXXX-XXXX (Enter Account Number)

**Statement Date:** 21 February 02

**Certification**

<b>Sale Date</b>		<b>Amount</b>
17-JAN-01	PH Associates	\$2,100
N6925002TGS1010		
AA 1721804 5T6M 000 69250 H 068566 2D GS1010 692502S1Q20Q		
PH Associates		
N6925002TGN4001		
AA 1721804 5T6M 000 69250 H 068566 2D GN4001 692502N4Q20Q		
<b>Total</b>		<b>\$2,200</b>

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**SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures**

**Form 6: Citibank Purchase Card Certification Statement**

SPAWARINFOTECHCENINST 4200.1

**CITIBANK PURCHASE CARD CERTIFICATION STATEMENT**

1. I certify on \_\_\_\_\_ that, except as may be noted herein or on  
MM/DD/YYYY  
supporting documents, the purchases and amounts shown on this statement:
  - a. Are correct and were required to fulfill immediate mission requirements of the organization.
  - b. Do not exceed spending limits approved by the Resource Manager.
  - c. Are not for personal use or the personal use of the receiving individual.
  - d. Are not items that have been specifically prohibited by the organization or by statute (e.g., real estate, transportation and travel).
  - e. Are not part of a system or larger purchase exceeding \$100,000.00 in value.
  - f. Have not been split into smaller purchases to stay under the micro purchases threshold.
2. In making this certification, I understand that the cardholder has not notified me of any duplicate payments, and/or improper charges to his/her account. The cardholder will be responsible for repaying the organization, up to the amounts permitted by regulation, for any purchases that do not meet the above requirements as determined by later audit and/or reconciliation. I also understand that the disbursing officer will charge for any late interest payments penalties per the prompt payment act.

\_\_\_\_\_  
Signature of Approving Official

Enclosure (1)

*SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

**Form 7: Supplemental Citibank Payment Certification Form**

SPAWARINFOTECHCENINST 4200.1	
SUPPLEMENTAL CITIBANK PAYMENT CERTIFICATION FORM SPAWARINFOTECHCENINST 4200.1	
1. Material Receipt Date:	_____ (mm/dd/yy)
2. Invoice Receipt Date:	_____ (mm/dd/yy)
3. Invoice Receipt Date:	_____ (mm/dd/yy)
4. Date Forwarded to Paying Office:	_____ (mm/dd/yy)
5. UIC of Certifying Activity:	_____
6. Net Amount to be Paid Including Transportation Costs:	_____
7. Deduct Amount:	_____
8. Date Invoice Rejected to Vendor:	_____ (mm/dd/yy)
9. Payment Type Partial or Final	<u>Final</u>
10. Payment Office	DFAS Pensacola
11. ACRN/ACRN's amount is/are reflected on the cardholders statement	
12. SDN/requisition numbers are reflected on the cardholders statement.	
13. I certify that the accounting data provided is accurate and the funds that are certified for payment are fully obligated to this disbursement. Funds will not be canceled, and will correctly be reflected on this procurement.	
14. Signature of Certifying Official:	15. Date:

SPAWARINFOTECHCEN 4200/2 (6-03)

Enclosure (1)

**SPAWARINFOTEHCEN Government Commercial Purchase Card Procedures**

**Form 8: Supplemental Justification Memorandum**

SPAWARINFOTECHCENINST 4200.1

**SUPPLEMENTAL JUSTIFICATION MEMORANDUM EXAMPLE**

**MEMORANDUM**

**From:** Space and Naval Warfare Systems Command Information Technology Center, Government Commercial Purchase Card, Assistant Agency Program Coordinator/Approving Official, 2251 Lakeshore Drive, New Orleans, LA 70145-0001

**To:** Defense Finance and Accounting Service, 130 West Avenue, Suite-A, Pensacola, FL 32508-5120 ATTN: Ms. Diane Shurte

**Subj:** CORRECTED COPY OF THE FEBRUARY SUBMITTED INVOICE FOR THE GOVERNMENT COMMERCIAL PURCHASE CARD, ACCOUNT # \_\_\_\_\_

1. Please resubmit payment to Citibank for an additional \$750 due to a dispute resolution.

2. The line of accounting for this additional payment is:

AA9700350 ZABR 000 00072 068566 2D CN0053 000720N060QQ N0003902F1006

3. Original invoice was paid on Document Control Number 2CXAMAM, PIIN GS23F98006PC1

4. See Citibank payment certification for administrative information or contact your Assistant Agency Program Coordinator.

\_\_\_\_\_  
Approving Official

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*SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures*

**Form 9: FedEx Justification Memorandum**

SPAWARINFOTECHCENINST 4200.1

FEDERAL EXPRESS JUSTIFICATION MEMORANDUM SAMPLE

Date: \_\_\_\_\_

MEMORANDUM

From: (your name) and (government office code)  
To: Administration Department (ITC121)

Subj: JUSTIFICATION FOR SENDING FEDERAL EXPRESS (FEDEX)

1. The following information is the justification for what is required to send via FedEx:

a. Reason for sending: \_\_\_\_\_

(1) Check one:

FedEx Letter \_\_\_\_\_

FedEx Package \_\_\_\_\_

FedEx Box \_\_\_\_\_

FedEx Tube \_\_\_\_\_

(2) Number of items being sent: \_\_\_\_\_

b. Mailing to:

(1) Name of Individual Receiving the FedEx: \_\_\_\_\_

(2) Mailing Address: (include office name, room, or suite)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Telephone of Destination: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_  
(area code)

(4) Tracking Number: \_\_\_\_\_

\_\_\_\_\_  
Department Director Authorization  
(Print and Sign Name)

\_\_\_\_\_  
APPROVING OFFICIAL

Enclosure (1)

C-10

[illegible]

C-11

## Form 11: Payment Card Log Form Single Payment Limit ≤ \$100,000

[illegible]

Enclosure (1)

C-12



[illegible]

C-13

**SPAWARINFOTECHCEN Government Commercial Purchase Card Procedures**

**Form 13: Single Invoice Payment Certification Form**

SINGLE INVOICE PAYMENT CERTIFICATION FORM		SPAWARINFOTECHCENINST 4200.1	
1. Material Receipt Date: _____ (mm/dd/yyyy)		2. Material Acceptance Date: _____ (mm/dd/yyyy)	
3. Invoice Receipt Date: _____ (mm/dd/yyyy)		4. Date Forwarded to Paying Office: _____ (mm/dd/yyyy)	
5. Contract Number: _____	6. UIC of Certifying Activity: <u>N69250</u>		
7. Net Amount to be Paid Including Transportation Costs: _____		8. Deduct Amount: _____	
9. Date Invoice Rejected to Vendor: _____ (mm/dd/yyyy)		10. Payment Type Partial or Final: _____	
11. Payment Office: <u>DFAS Pensacola</u>		12. (Insert Cardholders Information Certifying for Payment)	
13. Name: _____		14. Commercial/DSN number: _____	
15. FAX: _____		16. DSN FAX: _____	
17. I certify the accounting data provided is accurate and funds that are certified for payment are fully obligated to this disbursement. Funds will not be canceled, and will be correctly reflected on this procurement.			
18. Signature of Certifying Official: _____		19. Date: _____ (mm/dd/yyyy)	

SPAWARINFOTECHCEN 4200/6 (6-03)

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